POSITION DESCRIPTION

Accounting Assistant

COUNTY OF WASHINGTON VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

ACCOUNTING ASSISTANT

General Description of Responsibilities:

Under the direction of the Accounting Manager and occasional supervision of the Accounting Supervisor, assists with the day-to-day operations of the County Department of Accounting. Performs clerical and administrative work requiring execution of a variety of established procedures primarily related to the processing and distribution of payroll and accounts payable. Developed clerical skills are needed and interpretation or adaptation of routine procedures may be required based on a general understanding of the operations of the department. Attention to detail and frequent contact with the public and County departments and agencies is required and good communication and interpersonal skills are needed. Must be able to perform duties with accuracy and professional poise. Problems encountered range from routine to moderately complex in nature.

Examples of Work:

1. Answer all telephone lines in the Accounting Department.

2. Match accounts payable invoices against purchase orders and signed receiving statements. Verify and code for payment all utility bills, travel vouchers, and other invoices not requiring a purchase order.

3. Process accounts payable checks for County General Fund and County Library Fund operations.

4. Distribute Monthly Expenditure Update Reports to all County departments and agencies.

5. File and maintain all accounts payable records

6. Data entry of payroll changes for all Administrative Division, Constitutional Office and Office of General Registrar employees.

7. Process payroll checks and direct deposits for all Administrative Division departments, Constitutional Offices and Office of General Registrar.

8. Process payroll checks and direct deposits for County Library and County Department of Social Services.

9. Prepare and submit various payroll related reports and transmittals.

10. Assist with distributing the mail and issuing Purchase Order numbers during absences of the Accounting Supervisor.

11. Perform other duties as required

Qualifications:

Education and Experience:

Education equivalent to the completion of Associate's degree in bookkeeping, purchasing, accounting, business, personnel management or related fields. Two (2) years experience in clerical work. At least one (1) year in bookkeeping and/or purchasing is preferred.

Knowledge, Skills, and Abilities:

General knowledge of legal requirements of public accounting, purchasing and personnel procedures. General knowledge of record keeping, bookkeeping and personnel principles and practices. Ability to keep personnel and other records in a neat, systematic, and updated manner. Ability to keep personnel information strictly confidential. Ability to communicate orally and in written form. Strong math skills. Ability to prepare and maintain accurate financial records and reports. Ability to deal tactfully and courteously with the public and employees. Good knowledge of modern office equipment, practices and procedures. Ability to reliably report for work.

Employees Directly Supervised:

N/A

Pre-Employment Skills Testing Requirements:

Computer skills testing.

Position Description First Approved and Adopted:	June 2006		
Latest Revision:			
Position Class:	Assistant/Operator/Technician	**Status:**	Permanent/full-time
FLSA Status	Non-Exempt	**Initial Starting Salary Range:** $20,000 - $23,500	